



In a small team, we offer a temporary full-time opportunity position in a support and control function to a

HOLDINGS OFFICER H/F

This involves monitoring the Group's overall legal structures, managing disclosures of ownership information, driving equity levels within the Group, exercising and protecting shareholders representation in the Groups' subsidiaries, managing holding companies, including the central repository of corporate information

Key Responsibilities :

- Maintenance and control of legal structures and participate in implementation of legal restructurings.
- Maintain up-to-date central database of KYC/AML and UBOs disclosures.
- Financial statement and financial projections analyses in the context of dividends and capital/equity increase proposals of subsidiaries.
- Monitor compliance with TLG Finance & Control Policies (mainly via Holdings Annual Survey and follow-up).
- Provide support with organisation of Board of Directors and Shareholders' meetings.
- Prepare representations in subsidiaries and secure ownership AGM/EGM (PoA): prepare legal documentation (Proxies, Powers of Attorney, Resolutions, Minutes, ...), coordinate their review, execution and legalisation.
- Participate in enhancing Corporate governance in Holdings area by ensuring that processes and procedures are in place and up-to-date and complied with.
- Update of repository of corporate information of all TLG legal entities to secure completeness and up-to-date permanent files for all TLI SA and its subsidiaries, including Board members of all Group legal entities.
- Act as CIM Superuser (monitor transaction form process and document approvals and filings)
- Support for upgrade of CIM Perform testing of program changes and integrity of data in context of upgrade to new software version.
- Keep up-to-date with changes of legislation and changes thereof related to Holdings role.

Key Relationships :

Internal : Finance and Legal responsables of subsidiaries. External : external legal advisors and notaries

Profil :

- Min 5 years of experience as a corporate officer role including related legal and tax aspects, accounting and finance middle knowledge.
- Bachelor in law or equivalent in relevant area would be a plus.
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Competencies :

Precise, attentive to details, proactive and autonomous, the candidate needs to show a real interest in handling good and professional relationship with the Company's partners.

Temporary position : Start July 2020

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